

SDMI HCBS101
Department of Public Health and Human Services
MENTAL HEALTH SERVICES BUREAU

SECTION
INTRODUCTION

SUBJECT
Manual Program

OBJECTIVE

This manual provides policies, procedures, data, information, and instructions covering Mental Health Services Bureau programs. This manual replaces all previously issued policy and procedural information relating to Mental Health Services Bureau programs.

MANUAL REVISIONS

Changes to program policy are transmitted by manual page revisions. Manual revisions are completed by the manual originator as needed. Critical information will be transmitted immediately.

Manual pages contain valuable information for long-term retention and are formally prepared, edited, identified, filed, and indexed. Upon receipt, remove the outdated manual pages and replace with the new and revised pages.

CONTROL NUMBER

The control number for each manual page is found in the upper right hand corner. For accurate placement, file all documents in numerical sequence (from FRONT to REAR) in the appropriate manual chapter.

MANUAL MAINTENANCE

Manual Holder's Responsibility

The manual holder is responsible for inserting documents and keeping the manual up-to-date. The Contents Index indicates the publication date of each subject listed to assist in auditing the manual contents.

Missing or Superseded Documents

Send requests to:
Mental Health Services Bureau
Addictive & Mental Disorders Division
PO Box 202905
Helena, MT 59620-2905

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INFORMATION RETRIEVAL

Contents Index

This index lists the subjects by number.

Contents Check

To determine whether a particular document is the latest one published, check the date of page 1 of the document against the publication date listed in the Contents Index. At least once a year, check all documents to be certain that the manual is complete and up-to-date.

Alpha Subject Index

This index lists the subjects alphabetically.

Revision Periods

Indexes are updated to cover all changes, to include all new documents being added, and to remove obsolete data, documents, or forms.

CLARIFICATION

If, after consulting this manual, individuals are unable to answer questions or resolve issues that arise in the course of their work, a clarification or interpretation of policy may be requested from the Community Program Officer (CPO).

